



St. James-Assiniboia School Division
 Safe Work Procedure
Auto-scrubber

Facility: All schools	Written by: Cleaners	Approved by: Paul Deacon	Created: June 5, 2007	Date of last review: January 14, 2020
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Hazards Present: Slip and fall, Blood-borne pathogens, MSI-Muscle strain Corrosive chemicals, MSI-Back injury	PPE or Devices Required: Rubber gloves, Non-slip footwear, "Wet Floor" sign Goggles	Recommended Training: Lift/material handling training, "Back to Basics" training, WHMIS training
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Notes:
<p>Safe work procedure:</p> <ol style="list-style-type: none"> 1. Before you begin working with the auto-scrubber, unplug the battery charger from the wall first. Then unplug the batteries from the charger. Remove cables and unhook the clamps to gain access to the batteries. Raise the housing covering the batteries. Remove the battery cell covers to check the water level. Add distilled water using a funnel if necessary. Replace cell covers and close the housing. 2. Ensure the auto-scrubber is secured and then attach the cleaning pad to the drive-block and secure the drive-block to the auto-scrubber. 3. Locate the filter. Inspect the filter to see if it needs cleaning. Check the squeegee and clean off any build-up of sludge 4. Add clean water to the water tank. While wear goggles. Add the appropriate amount of cleaning chemical to the clean water tank. 5. Start vacuum on auto-scrubber. Lower drive-block (If equipped) by depressing pedal with foot and then slowly releasing the weight of the drive-block. Open the water release valve. Switch on the drive-block motor and walk behind the auto-scrubber. Wash floor. 6. After floor has been washed, switch off the drive-block motor, close the water release valve, raise the drive-block and turn off the vacuum. Empty and clean recovery tank and filter. Leave the recovery tank open to dry it out. 7. Remove the drive-block, remove the pad from the drive-block, clean the pad and hang them both up to dry. If battery is to be charged, plug in the charger first, then plug the charger into the wall outlet

<p>Guidance documents:</p> <p>Manitoba Workplace Safety and Health regulation</p> <ul style="list-style-type: none"> • 2.1 Safe Work Procedures • 6.1 Personal Protective Equipment • 35 Workplace Hazardous Materials Information Systems <p>St. James-Assiniboia School Division Policy:</p> <ul style="list-style-type: none"> • EBB-R Safe Work Procedures • EBBA Personal Protective Equipment • EBBAB-R Managing hazardous chemicals/materials 	Employee name: _____
	Employee signature: _____
	Date of review: _____